

**EMERGENCY SERVICES DIVISION**

Procedure No. EP-SOP-2.11B

**PROCEDURE**

Revision No. 0

**BROOKHAVEN NATIONAL LABORATORY****PAGE 1 OF 1**

Procedure Title: Media Briefing Coordinator Checklist

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<http://www.bnl.gov/emergencyservices/ep/EP%20Procedures/EP-SOP%20list.htm>

**Attachment B  
Media Briefing Coordinator Checklist*****Note: The sequence of these steps is recommended, but not mandatory.***

STEP	PROCEDURE	COMPLETED/TIME
1.	Stand by for direction from the EIC Manager and assist in directing media, conducting briefings, distributing information to the media, etc.	_____
2.	Greet the media, provide them with any preparatory materials and direct them to the briefing area.	_____
3.	Maintain contact with the media and provide information as directed by the EIC Manager or the PIO.	_____
4.	Document questions posed by the media and forward them to the EIC Manager and the PIO.	_____
5.	Assist in providing information via telephone to the media.	_____
6.	Broadcast e-mail event information to Lab employees.	_____

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